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## Job details

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**Bulletin Number** 37453BR

**Type of Recruitment** Transfer Opportunity

**Department** Probation

**Position Title** SENIOR SECRETARY I

**Filing Type** Open Continuous

**General Information** **\*DO NOT APPLY ONLINE\***

### Requirements

The Probation Department Budget Office is seeking a well-qualified individual to fill the position of Senior Secretary I.

Permanent County of Los Angeles employees who have passed their initial probationary period and are currently holding the payroll title of **Senior Secretary I** are invited to submit their resume, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

**Yvonne Gainer**  
**Human Resources Division**  
**Examination and Recruitment Unit**  
**9150 East Imperial Highway**  
**Downey, CA 90242**  
**Phone: 562-658-1809**

**Please email documents to:** [Yvonne.Gainer@probation.lacounty.gov](mailto:Yvonne.Gainer@probation.lacounty.gov)  
**with the subject line "Senior Secretary I."**

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

### Desirable Qualifications

- Strong verbal and written communication skills.
- Strong organizational skills and ability to manage multiple tasks.
- Highly proficient in various computer programs including Microsoft Word and Excel.
- Good Interpersonal and customer service skills
- Teamwork skills.

### Duties

- Replies to both verbal and written communication.
- Screens telephone calls, furnishes requested information, refers calls to others better qualified, and personally takes care of those calls which do not require the attention of the supervisor.
- Makes appointments, keeps calendar, and schedules conferences, meetings and travel arrangements for supervisor.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized may act in the supervisor's absence.
- Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions.
- Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy and the laws and regulations governing the activities of the office.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.
- Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.
- Relieves supervisor of routine personnel, budget, and other operating details such as scheduling, timekeeping, and contacting other departments.
- Keeps track of the execution of plans, improvements, and projects initiated by the supervisor and recommends improvements in departmental procedures.

**Vacancy  
Information**

This transfer opportunity is located in the Budget Office, 9150 East Imperial Highway, Downey, CA 90242.

**\*\*THIS IS NOT A CIVIL SERVICE EXAMINATION\*\***

**Contact Name** Yvonne Gainer  
**Contact Phone** (562) 658-1809  
**Contact Email** Yvonne.Gainer@probation.lacounty.gov  
**Job Field** Secretarial  
**Job Type** Administrative Support

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